Prestel Mailbox User Guide

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INTRODUCTION

Welcome to mailbox, Prestel's electronic mail service. Now you can talk to thousands of other Prestel users, and with the help of Telex Link to millions of telex users worldwide.

Mailbox is quick, cheap and easy to use, with simple commands and plain English instructions to guide you through its many features.

This user guide will tell you how to compose, edit, send, read, store, forward and reply to messages. It will introduce you to the directory of mailbox users and show you how to construct your own personal mailing lists.

The guide is divided into two parts. The first, **Getting started**, is a quick introduction to the basics of sending and reading messages. It is designed to let you start using mailbox straight away.

The second part, **The whole picture**, describes all of the many mailbox features and options in some detail. Read it through to acquaint yourself with all the possibilities of mailbox, then keep it handy for future reference.

There is also a tear-off card attached to the back cover, containing some useful page numbers and all the editing commands, for you to stick to your Prestel terminal.

We hope that your use of mailbox will be trouble-free, but if there are any questions this guide does not answer, please do not hesitate to turn to us for help.

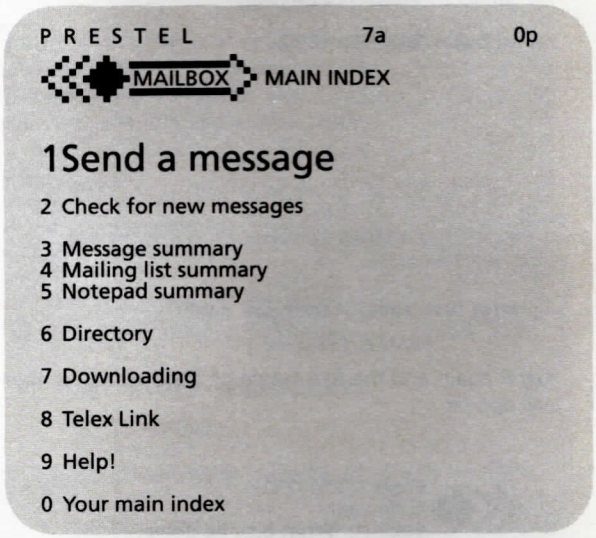
Call our help line on Hemel Hempstead (0442) 237237 during office hours; alternatively key ✳MBX HELP# for on-line help and advice, or to send us a message.

GETTING STARTED

This section of the user guide provides a brief introduction to the mailbox service. It contains a step by step guide to sending and reading simple messages.

SENDING A SIMPLE MAILBOX

Start from the mailbox index. Key ✳7#, or ✳MAILBOX# to get there.



Key 1 **Send a message**. This will take you to an address frame, where you can specify to whom you want to send the message. It will also allow you to enter a brief subject that will be seen before the message is read, to help sort incoming mail. You may also go straight here at any time by keying ✳SEND MBX#.

The cursor will stop after the word **To:** (displayed in green) and wait for you to enter the mailbox number (or MBX number) of the recipient.

Enter the MBX number and key #. Their name will then be displayed beneath the number and the cursor will move on to stop after **Subject:** (again in green).

The subject will already be filled in with a default, the word **Mailbox** in white. Key # to leave the subject as "Mailbox", or overtype the default with a subject of

your choice (up to 20 characters) followed by #. Prestel will respond:

 # for first frame of message 3 Edit

at the bottom of the frame.

Key # again and the first frame of the message proper will appear.

From: 777092302
frame a
G Newlyn
Subject: What is to be done?
Harry,
I can't make the meeting on Friday, so you will have to go!
The documents for are, of course, in my desk - the key is in the usual place.
You might like to take a copy of the magazine article that is on top of them too. You never know when that sort of thing is going to come in useful.
Have a good rest!
The Boss
1 Action 3 Edit
9 <<<more>>> #

This frame has the mailbox symbol in the top left hand corner, followed by your MBX number, your name and the subject from the address frame.

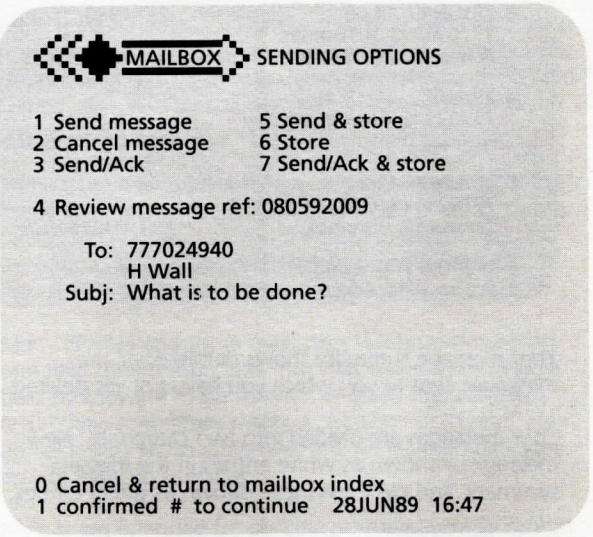
The cursor will stop at the top left hand corner of the text area, which is 40 characters wide by 19 lines deep. You can move the cursor freely within this area and enter text or graphics wherever you wish.

You will find that words which would go over the right hand margin are automatically "wrapped" onto the next line. This and other word-processing features are described in the mailwrap section on page 16.

Key # to finish off your message. Prestel will respond:

1 Action 3 Edit 9 <<<more>>> #

at the bottom of the frame. Key **1 Action**, and you will be taken to the sending options frame.



Key 1 again to send the message. Prestel will respond:

1 confirmed # to continue

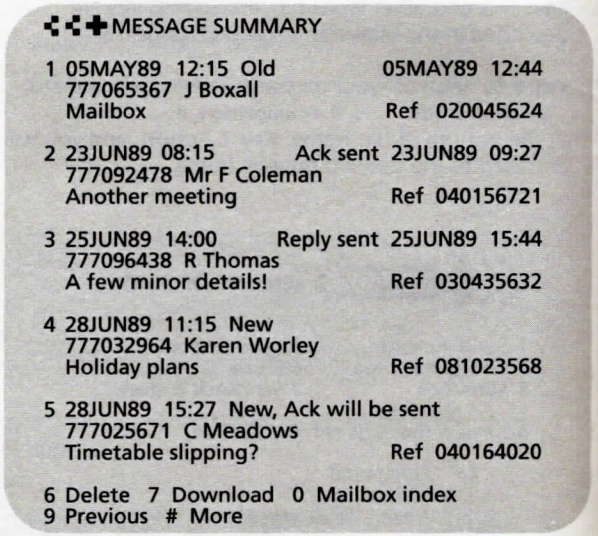
followed by the date and time at the bottom of the frame. Your message has now been sent and will be delivered to the recipient's mailbox in seconds. Key # to continue your Prestel call.

READING YOUR MAIL

When you log on to Prestel you will be told if there are any new messages waiting for you, and how many. For example:

4 NEW MESSAGE(S) FOR YOU - KEY 0

Key 0 and you will be taken to your message summary. You can go straight here at any time during your Prestel call by keying ✳NEW MBX# or ✳930#.


MESSAGE SUMMARY
1 05MAY89 12:15 Old 05MAY89 12:44
777065367 J Boxall
Mailbox Ref 020045624
2 23JUN89 08:15 Ack sent 23JUN89 09:27
777092478 Mr F Coleman
Another meeting Ref 040156721
3 25JUN89 14:00 Reply sent 25JUN89 15:44
777096438 R Thomas
A few minor details! Ref 030435632
4 28JUN89 11:15 New
777032964 Karen Worley
Holiday plans Ref 081023568
5 28JUN89 15:27 New, Ack will be sent
777025671 C Meadows
Timetable slipping? Ref 040164020
6 Delete 7 Download 0 Mailbox index
9 Previous # More

Your message summary shows details of all the messages sent to you which you have not yet deleted.

Your messages are divided into two categories. New messages—shown as white entries in the message summary, and old messages—shown as green entries.

Up to five entries can be shown on a single frame of your message summary. To move from one frame of the summary to another follow the routes at the bottom of each frame. Key # for later messages and 9 for earlier messages (if any).

To read a message, simply key the number beside its entry. If a message is more than one frame long you can move from one frame to another by keying # for the next frame or 9 for the previous frame.

When you have finished reading a message key 2 to return to the message summary.

THE WHOLE PICTURE

This section of the user guide contains detailed descriptions of all the facilities offered by mailbox and instructions on how to use them. It does not repeat all the information in the Getting Started section, but adds to it. Please read it throughly, and keep it by your Prestel terminal to refer to when using mailbox in the future.

SENDING MESSAGES

There are several different types of mailbox frames that you can use. In addition to the standard "blank" frame described on page 5 there are many with special messages and uses. They range from simple birthday greetings to sophisticated order forms. Key ✳MBX AZ# or ✳7776# for an **A–Z** of mailbox frames.

Most mailbox frames have a space (or "field") for you to enter the **MBX address** of the recipient. Usually, but not always, near the top of the frame, the MBX address field can be identified by the word **To** preceding it, or by the default **MBX** already filled in.

Some mailbox frames are "pre-addressed" to a specific destination. In these cases there will be no MBX address field on the frame, and the sending options frame (see page 11) will show the MBX address as **PRAM** (for **PR**e-**A**ddressed **M**ailbox) instead of a MBX number.

Many PRAMs and some mailboxes will have more than one field for entering text. You may move from field to field by keying # to go forward or [C/R] (the carriage return key, sometimes marked "Return" or "Enter") to go back. Key @J to jump over any remaining fields you do not want to use/alter.

PRAMs are intended for specific purposes and so cannot be sent anyone but their intended recipient. However, some PRAMs may be converted into ordinary mailboxes via your notepad—see page 24 for more details.

Most mailboxes, and some PRAMs, have a **Subject** field—again usually near the top of the frame. This may be filled with a default, which can be overwritten. You cannot leave the subject field completely blank, and it is polite to chose a subject that will make sense to the recipient!

Addressing a mailbox

Every Prestel user has their own MBX number. To send a message to another user you must know their MBX number. A directory of MBX numbers is available, see page 25.

When you enter a MBX number, key # and it will be checked by Prestel. If it is the correct number the name of the recipient will appear on screen and the cursor will move on.

If you enter a wrong MBX number, and it belongs to another Prestel user, their name will appear instead of the one you expect. Key [C/R] or ✳✳ to take the cursor back and enter the correct MBX number over the top of the incorrect one. The correct name will then overwrite the other and the cursor will move on again.

If the number you enter does not belong to any user at all Prestel will respond:

No such MBX number - please rekey

at the bottom of the screen. The cursor will return automatically so that you can enter the correct number.

If you think the number you have entered is correct but Prestel will not accept it, try consulting the mailbox directory or contact us via ✳MBX HELP#.

Besides a MBX number it is possible to use **NONE**, **MANY** or **LIST** as a MBX address.

NONE allows you to compose a mailbox before addressing it. When the text of your message is complete you can either store it as a notepad (see page 22) without sending, or address and then send it.

If you attempt to send a mailbox with NONE as the address Prestel will respond:

Unable to send – no recipient specified

at the bottom of the frame. Key 4 for the address frame, then 3 to edit it. Alternatively key 6 to store it as a notepad without sending it to anyone.

MANY allows you to send the same message to up to 12 different recipients simultaneously.

If you have addressed a mailbox to MANY, when you key 1 **Action** you will be taken to a further addressing frame which allows you to enter up to 12 different MBX numbers. Enter each number in turn, followed by a #. Each number will be verified and, if valid, the appropriate name displayed alongside it.

When you have entered all the MBX numbers you want to, key # again to skip any remaining empty slots. Prestel will respond:

1 Action message

at the bottom of the frame. Key 1 and you will be taken to the sending options frame exactly as if sending to a single user (see page 11)—except that MANY will appear as the MBX address.

If you send the message a copy will be delivered to each recipient. If you use a **send/Ack** option (see page 10) you will receive an acknowledgement from each recipient when they action the message.

LIST allows you to send a message to all the users in one or more of your own mailing lists. (Creating and updating mailing lists is dealt with on page 18.)

If you have addressed a mailbox to LIST, when you select 1 **Action** you will be taken to a further addressing frame. This will allow you to select the mailing lists to which you want to send the mailbox. The mailing list address frame will show you the names of your mailing lists, with a number alongside each. To send the message to the users in a particular list, simply key the number next to the list. The list name(s) selected will change from green to white. The number(s) selected will also appear (in white) on a line below the list names.

You may enter other list numbers or remove those already entered (by overtyping with a space) until you are happy with your selection.

Key # to confirm your selection and you will be able to enter additional MBX numbers (up to nine) to which the message will also be sent. Key # after each MBX number, and # again to finish the list. Prestel will respond:

1 Action message

Key 1 and you will be taken to the sending options frame, as above.

Don't worry about duplicated names. Only one copy of the message is sent to each user, even though the same number may appear in more than one list.

Multi-frame messages

Mailbox messages can be up to five frames long. This is true whether the first frame is the standard blank frame or one of the multitude of special designs.

When you have completed the first frame of your message, key #. Prestel will respond:

1 Action 3 Edit 9 <<<more>>> #

To create a second frame simply key # and you will be presented with a blank frame. This will have the messaging logo, your MBX number, your name and the message subject at the top. It will be labelled **frame b** in the top right hand corner. Subsequent frames will be labelled c, d and e.

When you have finished entering the text on this frame, key #. Prestel will respond:

1 Action 3 Edit 6 Delete 9 <<<more>>> #

If you need more room for your text, key # again to create the third frame of the message, and so on.

Keying 6 will delete the frame you have just completed, should you decide that it is unnecessary after all. You must key 1 to confirm the deletion.

Keying 9 will take you back to the previous frame. You may move freely between the frames of your message, including the address frame if there is one, by using the 9 and # keys.

Keying 3 will allow you to edit the text of the current frame (see page 15).

Many PRAMS are of fixed length. You cannot extend them yourself, but if one already has more than one frame you must complete all the frames before you can send it. Telex Link messages (see page 32) are currently only one frame long.

Sending options

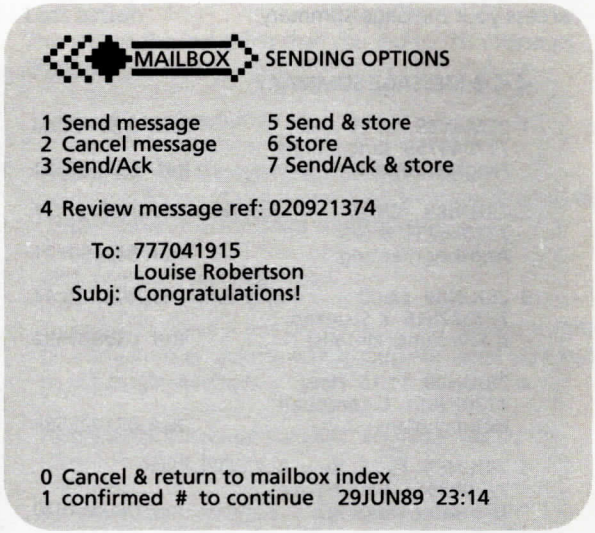
When you key 1 to action a message you will be taken to the sending options frame. This has several choices.

1 Send message
Simply send the message to the specified recipient(s).

2 Cancel message
Abandon this message altogether.

3 Send/Ack
Send the message as in option 1 above, with an acknowledgement automatically generated and sent back to you when a recipient actions the message for the first time.

4 Review message
Return to the message itself to re-read it and edit/re-address it if required.



5 Send & Store
Send the message as in option 1 above, and keep a copy of the message in your notepad store (see page 22) to be edited/sent again in the future.

6 Store
Do not send the message but save a copy in your notepad store for future use.

7 Send/Ack & Store
Send the message with automatic acknowledgement, as in option 3 above, and keep a copy in your notepad store.

0 Cancel & return to mailbox index
Abandon the message and return to the mailbox index.

INCOMING MAIL

To read your mail you must go to your message summary. Your messages, divided into new messages (white entries) and old messages (green entries), are held here in chronological order until you choose to delete them.

Key ✳SUMMARY# or ✳931# for the start of your message summary, and ✳NMBX# or ✳930# to see any new messages. If you have no new messages, or no messages at all, you will be told so should you try to access your message summary.

```
MESSAGE SUMMARY

1 05MAY89 12:15 Old              05MAY89 12:44
  777045759 Jane Atkins
  Progress report                Ref 020045624

2 23JUN89 08:16          Ack sent 23JUN89 09:27
  777026751 B Hill
  Another meeting                Ref 040156721

3 25JUN89 14:00        Reply sent 25JUN89 15:44
  777072516 K Stratton
  A few minor details!           Ref 030435632

4 28JUN89 11:15 New
  777073661 C Campbell
  Holiday plans                  Ref 081023568

5 28JUN89 15:27 New, Ack will be sent
  777003567 Mr F Neave
  Timetable slipping?            Ref 040164020

6 Delete  7 Download  0 Mailbox index
9 Previous  # More
```

To read a message, simply key the number beside the appropriate entry. If a message is more than one frame long you can move from frame to frame using the # and 9 keys.

Up to 20 messages (old or new) can be accessed from your summary. If you have more than 20 messages only the first 20 can be read. The rest will be shown as red entries in your summary. Such a message cannot be read until you have made room for it in your summary by deleting a message with a green or a white entry, although it may be deleted without being read.

Key 6 to delete a message. You must select which message(s) to delete by keying the adjacent number(s), then #. Key a then # to select all the messages shown on that particular frame of the summary. You will have to confirm the deletion by keying 1, or abandon it by keying 8.

Each entry shows the following details:

Date sent **Last action** **Date Actioned**
MBX number & Name of sender
Subject **Reference number**

Date sent
The time and date, in abbreviated form, that the message was delivered to your mailbox.

Last action
This shows the last thing that you did to the message. Possible actions are:

New: Not yet actioned

New, Ack will be sent: Not yet actioned, an acknowledgement will automatically be returned to the sender when the message is actioned.

Old: Message has been read.

Ack sent: Message has been read/downloaded for the first time and an acknowledgement has been sent back to the original sender.

Reply sent: Message has been replied to using the reply to sender facility.

Forwarded: Message has been forwarded.

Downloaded: Message has been actioned using the downloading facility (see page 30).

Acknowledgement: Message is an automatically generated acknowledgement to a message you have previously sent.

Date actioned
This shows the date and time at which the last action was carried out. It is left blank if the message is new, or if it is an acknowledgement.

MBX number & Name of sender

Subject
Usually determined by the sender, this should give an indication of the contents of the message.

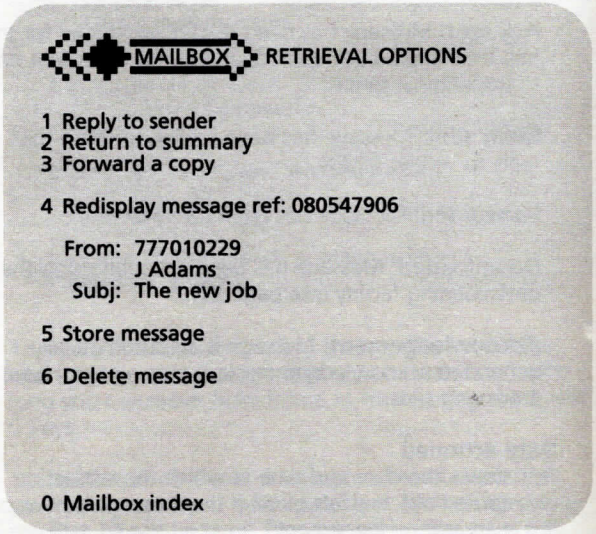
Reference number
A unique 9 digit number that unambiguously identifies each message sent. It should be quoted in all correspondence or enquiries.

Retrieval options

When you have finished reading a message, key 1 to **Action** it, then chose from the following options.

1 Reply to sender
Displays an address frame already filled in with the name and MBX number of the sender of the message. You may amend the subject but not the MBX address.

You may send a reply of up to five frames in the normal way. When you have finished sending the reply you will be taken back to the retrieval options frame again. The last action on the summary will change to **Reply sent**.



2 Return to summary
Simply returns you to the message summary frame containing details of the message. The message remains in your summary and its last action changes to **Old**.

3 Forward a copy
Displays an address frame for you to specify the MBX number of the recipient and the subject of the forwarded message. A further single frame is displayed for you to add your comments on the original message.

You may review the original message but not edit it. The original message is forwarded complete with your comments to the specified recipient. Either LIST or MANY may be specified as recipients in the normal way.

A forwarded message may be forwarded again, up to a maximum of four times. Thus an original message may have up to five frames of comments attached to it. Previous forwarders' comments cannot be edited.

The last action in the summary will change to **Forwarded**, and you will be taken back to the retrieval options frame again.

4 Redisplay the message
Returns you to the first frame of the message itself.

5 Store message as a notepad
Stores a copy of the message in your notepad store (see page 22) for further use. If your notepad store is full you will have to delete at least one existing notepad before you can store the message.

6 Delete message
Deletes the message and removes any reference to it from your message summary. You will be asked to confirm the deletion by keying 1. You may abandon the deletion by keying 8.

0 Return to mailbox index
Leaves the message intact and takes you to the main mailbox index.

EDITING

You may edit the text of any outgoing message (except for messages that are being forwarded) or notepad (see page 22).

Editing is done frame by frame. Select the frame to be edited by using the 9 and # keys, then key 3 to edit it. The bottom line will disappear and the cursor will appear at the start of the text area of the frame. You may now edit the text using your keyboard, cursor keys and mailwrap commands (see page 16).

To finish your editing key @[cursor down] (usually shown as a ↓ on your keyboard) instead of #. (If you key # in the middle of a frame the rest of the text—from the cursor to the end of the frame—will be wiped out. This can be recovered by the "undo" option described below.)

Prestel will respond:
1 Save edit 3 Re-edit 6 Undo edit

Keying 1 will save the editing you have just done and re-display:

1 Action 3 Edit 9 <<<more>>> #

at the bottom of the frame. You may then proceed to edit the frame again, go to another frame of the message or action the message.

Keying 3 will allow you to go back into the frame and continue to edit it.

Keying 6 will abandon the changes you have just made, and will re-display the frame as it was when you first created/last saved it. This will re-instate any text accidentally lost by keying # at the wrong time.

Mailwrap

Mailwrap is the name given to the basic word-processing features incorporated into all mailbox and Telex Link (see page 32) frames. The features mostly work line by line, and are designed to help you improve the appearance of your messages and make minor corrections to your text.

Mailwrap features are invoked by using simple keyboard commands. Each command consists of the character **@** followed by another character.

Mailwrap features include automatic word (and colour) wrapping from the end of one line to the beginning of the next. This feature can be disabled and re-enabled if its operation causes problems in uploading messages prepared offline.

The full list of mailwrap commands is:

@i insert a space in a line
@d delete character and close up rest of line
@v verify field
@r return to start of next line
@f move forward to next word space
@b move back to previous word space
@e move to end of text
@s display ✳
@h display #
@@ display @
@o turn off word-wrapping
@w turn on word-wrapping again (default is on)
@) disable @ as command
@↓ (cursor down) finish editing
@J Jump over any remaining fields (**NB** not j)
ESC (re-enable @ as command (default is enabled)

The "Escape" key available on most micros, often shown as **ESC**, can be used instead of @ if desired. This may not be possible with some communications packages—please refer to your micro/software user manual(s) if in doubt.

The use of @ as a command can be disabled (primarily to assist those using mailbox to upload telesoftware or prepared messages) and re-enabled at will. If it is disabled it can only be re-enabled by using the **ESC** key, or by leaving Prestel and reconnecting.

Colours and graphics

In addition to Mailwrap commands the standard Prestel display commands can also be used to create graphics and change colours, backgrounds etc. The effects of these commands are best illustrated on Prestel itself—key ✳77756721# to see them.

There are some frames, e.g. Telex Link messages, where for technical reasons graphics and colours do not work. In these cases the commands below will have no effect.

NB On rare occasions when editing, inserting colour/graphics commands into a full page may cause characters to be deleted from the end of your text to make room.

Some commands use standard Prestel keys which are not available on, for instance, IBM compatible micros. Alternate keys are shown for these commands.

The full list of colour/graphics commands is:

@A	Red text	@Q	Red Graphics
@B	Green text	@R	Green graphics
@C	Yellow text	@S	Yellow graphics
@D	Blue text	@T	Blue graphics
@E	Magenta text	@U	Magenta graphics
@F	Cyan text	@V	Cyan graphics
@G	White text	@W	White graphics

@M Change to "double height" text or graphics
@L Change back to single height
@→ Change background colour (@] for IBM)
@1/2 Revert to black background (@\ for IBM)
@Z Separated graphics
@Y Contiguous graphics
@↑ Hold graphics (@^ for IBM)
@# Release graphics

MAILING LISTS

The mailing lists facility allows you to create permanent "distribution lists" to which you can later send messages. Each mailing list (or ML) may contain up to 240 entries, and you can create up to five MLs.

Like messages, MLs can be reviewed and edited, and just like messages they can be accessed via a summary. (Except that the entries, and the reponses from Prestel, are in cyan [light blue] instead of green/white.)

Key ✳MBX LIST# or ✳936# for your mailing list summary. This will show details of any MLs you have created. If you do not yet have any MLs you will be taken to the mailing list options menu, so that you can create one.

You may look through any of your MLs by keying the number next to the appropriate entry in the summary. This will take you to the mailing list review frame.

This frame contains a "header" showing the list name, how many entries it contains and which entries you are looking at. Entries are displayed ten at a time. Use the # and 9 keys to go forwards and backwards through the list.

Mailing list options

MAILING LIST OPTIONS

You have the following mailing lists:

Name	Entries
DEV	14
HO	26
IPS	40
free	0
free	0

enter	e
add	a
update	u
search	s
rename	r
copy	c
merge	m
delete	d
list	l
quit	q
help	?

Enter option, or ? for help ■

To amend any list, key 6 from the summary (or 1 while reviewing a list). You will be taken to the mailing list options frame. This will show the names of the MLs you have created already, and how many entries each contains. If you have less then five MLs the remaining slots will be labelled **free**.

The following options are available. Each is selected by keying the appropriate letter followed by a #. In each case you will be asked to specify the name of the list on which you want to work.

e Enter a new list
You will be asked to give the new list a name. This can be up to four characters, and must start with a letter. You may use upper and/or lower case letters for the list name, but it will always be shown in upper case by Prestel. You cannot have two lists with the same name.

Enter the new list name and key #. You will be taken to the mailing list management frame, which allows you to put MBX numbers onto the list.

This frame also has a header, showing the name of the list you are working on, the number of entries currently in the list (in this case none!) and where you are in the list (in this case about to put in entries one to ten).Enter each MBX number in turn, followed by a #. Prestel will check the number to ensure that it exists and display the corresponding name.

It is not possible to duplicate MBX numbers in the same list. If you enter a number that is already in the list Prestel will respond:
MBX number already on this list

If you enter a wrong number key [c/r] or ✳✳ and try again. If you enter a number that does not exist Prestel will respond:
No such MBX number - please rekey
You must enter a new number over the top of it, or key [space] then # to erase it, before you can continue.

When you have entered ten valid MBX numbers Prestel will respond:
1 Save these changes 8 not to save
Key 1 to save the numbers. Prestel will respond:
Saved, 1 Options more entries>>> #
Key # and the frame will be blanked for you to enter another ten numbers. The number of entries and your place in the list will be altered correspondingly.

MANAGEMENT

Mailing list name: SW
Total entries: 0
Below are entries: 1 - 10

777045467 Mr M L Dearing
777045368 S Andrews
777076485 W Eason
777036761 Jill Spencer
777082676 A H Bohe
777089393 Mr F Groves
777035780 L Pelayo
777083727 Dr B B Dodd
777078329 S Hassall
777025746 H Wood

1 Save these changes 8 not to save

If you key 8 instead of 1 above, the numbers will not be saved and Prestel will respond:

Not saved, 1 Options more entries>>> #

Key # to start entering MBX numbers again, or 1 to return to the mailing list options frame.

When you have finished adding all the MBX numbers you want to, key # at the beginning of a blank line. Prestel will respond:

1 Save these changes 8 not to save

Key 1 to save the numbers. Prestel will respond:

Saved, 1 Options 9 <<<more entries>>> #

If you key 9 you will be able to amend the previous block of ten entries. Key 1 and you will be taken back to the mailing list options frame.

The entries in a list are always sorted into numerical order, no matter which order they are entered.

a Add entries to a list

You will be asked to select which list you want add more MBX numbers to. You will then be taken to the mailing list management frame. The header will show that you are at the end of the existing list.

Adding MBX numbers to a list follows the same procedure outlined above for entering a new list. The complete list will be sorted into numerical order when you finish adding MBX numbers.

u Update a list

Having selected the list you want to update, you will be taken to the first entry in that list via the mailing list management frame. You may then amend each number in turn. To leave a number as it is, just key #. To remove it completely, key [space] then #. Key @J to move straight from the middle of a block to the end.

As you finish each group of ten numbers you will be given the option to save or abandon the changes, if any, you have made,and then continue with the next ten or return, as before.

s Search a list for a MBX number

You will be asked to select the list that you want to search, then to enter the MBX number you want to search for.

If the number is in the specified list, you will be taken straight to it via the mailing list management frame. You may then amend it, leave it be or delete it—as described above.

r Rename a list

You will be asked to select the list you wish to rename, and then the new name that you wish to call it. Prestel will respond:

1 to confirm option, 8 to abandon

Key 1 to rename the list, or 8 to leave it as it was.

c Copy a list

You will be asked which list you want to copy, then the name that you want to give to its duplicate. You will also be asked to confirm the transaction, as above. You can only copy a list if you have less than five lists. If you already have five , you must delete one before you can copy.

m Merge two lists

You will be asked to specify two existing lists. You will also be asked to confirm the transaction, as above. The contents of the second list will then be added to the first.

Any duplicates will be automatically weeded out, so the total number of entries in the merged list may be less than the sum of the two unmerged lists. If the merged list would have more than 240 entries the merge will not be allowed.

d Delete a list

You will be asked to specify the list to be deleted. You will then be asked to confirm the deletion; beware, lists cannot be undeleted!

l **List**
Return to the mailing list summary.

q **Quit**
Return to the mailbox index.

? **Help**
Displays an expanded version of the options shown on the mailing list options frame. Key 1 to return to the mailing list option frame, 2 to return to the mailing list summary or 0 to return to the mailbox index.

NOTEPAD

The Notepad facility allows you to store up to five messages for future use. Once stored you may subsequently edit and/or send them again and again. Both messages you have created yourself and messages that have been sent to you can be converted into notepads.

Sending options 5, 6 or 7 (see page 11) will store a copy of the message you have just created as a notepad. Retrieval option 5 (see page 15) will store as a notepad a copy of a message sent to you.

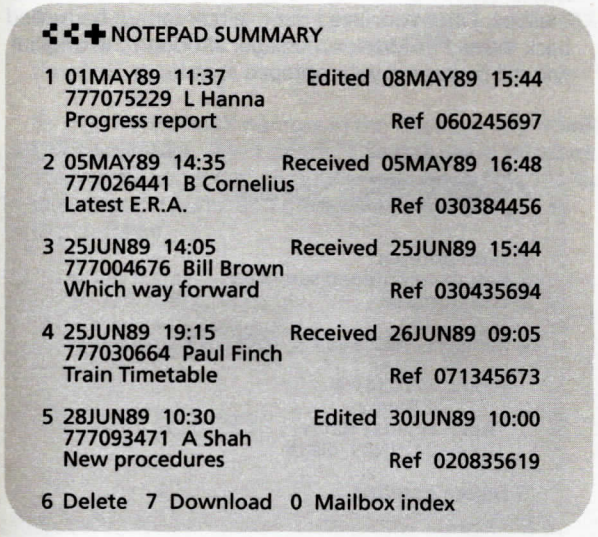
If you already have five notepads stored you will not be able to store another one. You must first make space by deleting one (or more) of your existing notepads.

If you are attempting to store an outgoing message, you will be routed via an explanatory frame to the notepad summary (see page 14). Make room for the new notepad by keying 6 **Delete**. You may read your notepads first to decide which one to delete. Once you have deleted one of your existing notepads you will be able to store the message as a notepad by keying 7 **Store your message**.

If you are attempting to store an incoming message you will simply be told that your notepad store is full. In order to store it you must access your notepad summary and clear space for your message by deleting an existing notepad. You may then return to the message and key 5 from the retrieval options frame.

You may store an incoming message that has been forwarded to you (see page 14), but only the original message itself is stored. Any comments that have been added to the front of the message are not stored in notepad.

Notepads are accessed via a notepad summary, similar to the message summary (see page 11). (Except that the entries, and the responses from Prestel, are in yellow instead of green/white.) Once you have stored one or more notepads, your notepad summary can be accessed from the mailbox index (✳**7#**) or directly by keying ✳NOTEPAD# or ✳938#.



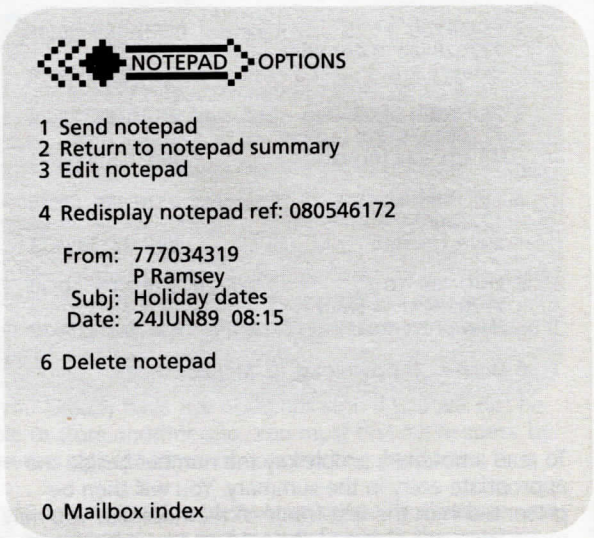
To read a notepad, simply key the number beside the appropriate entry in the summary. You will then be presented with the first frame of the notepad. You may move from one frame to the next of a multiple frame notepad by keying # to go forward and 9 to go back. You may leave the notepad as it is and return to the summary by keying 2 **List** from any frame of the notepad.

You may edit or send the notepad as a message by keying 1 **Action** from any frame of the notepad. You will be taken to the notepad options frame.

1 **Send notepad**
Allows you to send the notepad as a mailbox. You will be able to change the address (but see next paragraph) and the subject, or leave them as they are. You will also be able to edit the text (see page 15) and to use the full range of sending options. The original notepad will remain un-edited in your notepad store. If you choose to save a copy of the edited version it will be stored as a new notepad.

If the original message was a PRAM (see page 7) it may not be possible to re-address it. If this is the case the MBX address (**PRAM**), cannot be overtyped.

Notepads that were once telexes (with a MBX address **TELEX**) and some that were PRAMs can be re-addressed. Overtyping the MBX address with a MBX number or NONE, MANY or LIST converts the notepad into a mailbox. Once converted the mailbox cannot be turned back into a PRAM/telex message, although the original will still be kept in your notepad store.



2 Return to notepad summary
Simply returns you to the notepad summary.

3 Edit notepad
Allows you to edit the text of the notepad (see page 15) without then sending it. Changes you make are saved to the original notepad frame by frame. When editing is finished keying 1 **Action** will return you to the notepad options frame—from where you may, of course, send the edited notepad by keying 1 **Send notepad**.

4 Redisplay notepad
Returns you to the first frame of the notepad itself.

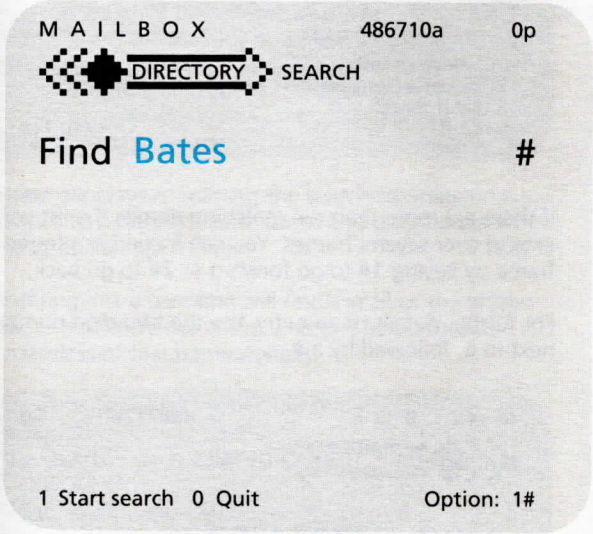
6 Delete notepad
Deletes the notepad and removes all reference to it from your notepad summary. You will be asked to confirm the deletion by keying 1. Key 8 to abandon the deletion.

0 Return to mailbox index
Leave the notepad as it now is and return to the main mailbox index.

THE MAILBOX DIRECTORY

The mailbox directory allows you to search for the MBX number of another Prestel user, and to "carry it forward" to address a mailbox.

To search for a MBX number in the directory, key ✳MBX DIR# or ✳486#. Select option 1 **Search for a number**. You will be connected through a gateway to the mailbox directory computer, and presented with the directory search frame.

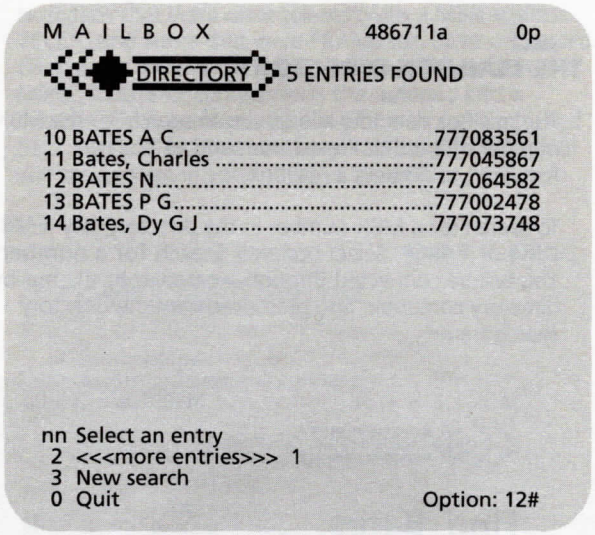


Enter the name of the user whose number you need, then key #. The cursor will move on to the lower right hand corner of the screen, to the **Option:** prompt. This will already be filled with the default **1**. In order to start searching you must key #.

NB Whilst you are connected through the gateway almost all options must be followed by **#** before they are acted on.

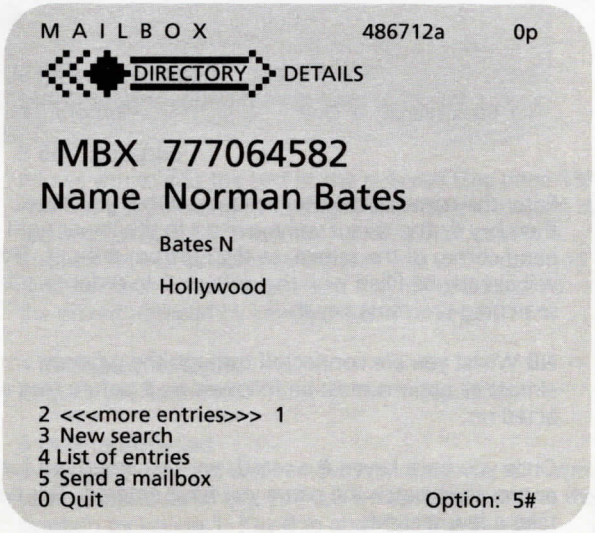
Once you have keyed **#** a search will be carried out for entries that match the name you have entered. This will take a few seconds.

You will then be taken to the results frame. This will tell you how many entries there are that match the name you entered, and present a list of them.


M A I L B O X 486711a 0p
DIRECTORY 5 ENTRIES FOUND
10 BATES A C.....777083561
11 Bates, Charles 777045867
12 BATES N.....777064582
13 BATES P G.....777002478
14 Bates, Dy G J 777073748
nn Select an entry
2 <<<more entries>>> 1
3 New search
0 Quit
Option: 12#

If there are more than ten matching entries the list will extend over several frames. You can move from frame to frame by keying 1# to go forward or 2# to go back.

For further details of an entry, key the two digit number next to it, followed by a #.



You will be taken to the details frame. This will show the user's MBX number and name. If the name you searched for was an "alias" (see page 29) this will be shown too. Finally it shows where the user is from—usually their town, county or postcode. (This is included for information only, it is not possible to search for it.)

To carry the MBX number forward to address a mailbox, key 5#1. This will take you out of the gateway, via an intermediate frame, to the standard mailbox address frame with the number and name already filled in.

If the details frame reveals that the user is not the one that you want, you may carry on displaying entries from the list. Key 1# to go forwards, or 2# to go back. You may also return to the list by keying 4#.

If you want to try to search for another name, key 3# from either the details frame or the results frame. To exit from the directory at any time, key 0# at the **Option:** prompt.

Search strategies

There are ways of refining the search for matching entries to reduce the time taken and the number of matches that are found.

Entering just a surname will result in all of the entries under that surname in the directory being found, regardless of first names/initials.

e.g. Entering just Jones would find
Jones A
Jones A G
Jones Albert
Jones the Butchers etc, etc
It is only possible to display 90 entries in a list. If there are 91 or more entries found (and for **Jones** there are!) the results of the search will not be displayed. Instead the search frame will be re-displayed with a message asking you to try again.

You must then refine the search by adding more detail, e.g. the name or initial(s) of the particular Jones you require.

If you are not sure of the exact entry, for instance whether the entry has only the initial or the full name, the "wild card" can be used. This is the **%** character. It will produce matches for the part of the name preceding it, but will ignore the rest of the entry.

A few examples will make things clearer:

Entering Jones A will find
Jones A
Jones A B, etc
but not
Jones Albert.

Entering Jones Albert will not find **Jones A.**

Entering Jones A% will find
Jones Albert
as well as
Jones A
Jones A B, etc.

Entering Smith% will find all the **Smiths**, plus any **Smithfields**, **Smithsons**, etc.

The wildcard can also be used in case of uncertainties of spelling:

Entering Rams% will find all the **Ramsays** (with an **a**) plus all the **Ramseys** (with an **e**).

The wildcard must be the last character you enter, and must be preceded by at least three characters of the name you are searching for. For example, a search for **BT%** is not allowed.

In all searches capitals and lower case letters are treated as equivalent, so you may use either, or a mixture of both.

Your own entry

Entry into the directory is optional. You can decide to be "ex-directory" or to re-enter the directory at will.

To change your entry, key *MBX DIR# or *486#. Key 2 **Amend your own entry**. You will be connected through a gateway and presented with the entry amendment index.

If you do not have an entry in the directory but want one, key 1 **Include/amend your entry**. You will be presented with a frame showing your MBX number and your name as it appears on Prestel.

It will also contain a field identified by the prompt **From:**. This will initially show either your county, town or post code, as registered on Prestel. This is for

identification purposes only, your entry cannot be found by searching for this information.

If you opt to be included in the directory, these details will be accessible to any other Prestel user who looks up your entry.

Key 1# to opt-in, and you will be given the opportunity to amend the "from" field, and to add up to nine extra "aliases".

Aliases are names, or variations on your own name, under which your entry can be found. This is particularly useful if, for instance, you would like to have an entry under a business name as well as your own name.

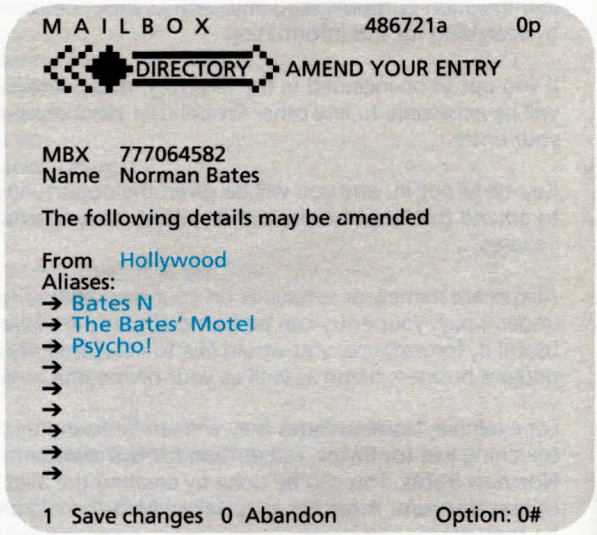
For example, Norman Bates may wish to be found by searching just for **Bates**, rather than for **Norman** or **Norman Bates**. This can be done by creating the alias Bates, Norman. A further alias Bates' Motel could also be created.

There is no limit to the scope of aliases that can be created (other than the bounds of decency). Many users already have various "sign-offs" which they currently use, bearing no relationship to their actual name, which could be entered as aliases. It would therefore be possible for Norman Bates to have the alias **Psycho!**

Once you have opted-in to the directory you may create, amend or delete your aliases whenever you like. You may also amend, but not delete entirely, the information held in the "from" field.

To do this, key 1 **Include/amend your entry** from the entry amendment index and you will be presented with a list of your current aliases. They may be amended by simple overtyping, and/or by using the mailwrap commands listed on page 16. Key # to end the "from" field and each alias field as you complete it, until the cursor reaches the bottom right hand corner of the screen. Key 1# to save the changes you have made, or 0# to abandon them if you have second thoughts.

All amendments are vetted to make sure that no attempts at "passing-off" are made, and that no obscenities are included. Amendments will normally be available to other users of the directory within two working days of you making them.



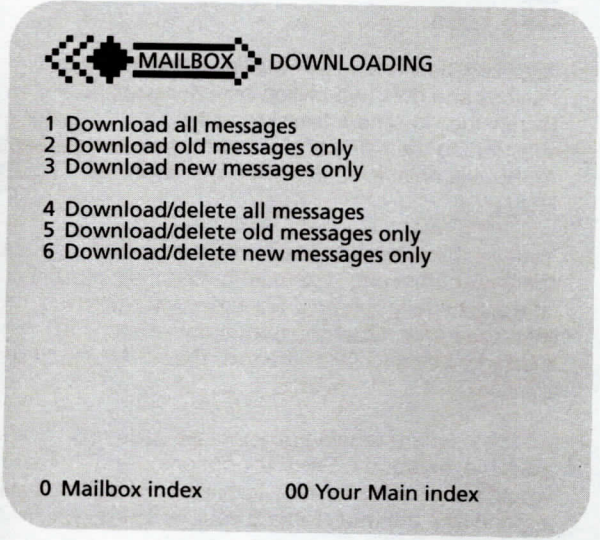
If you are in the directory, but wish to become "ex-directory", key 2 **Remove your entry** from the entry amendment index. This will present you with a frame showing all your current alises, which will be lost if you decide to go ex-directory. Key 1# to go ex-directory, or 0# to remain in the directory and keep your aliases.

If you are in the directory, but wish to remove all your aliases, key option 3 **Delete all your aliases** from the entry amendment index. You will be shown a list of all your aliases and asked to confirm deletion. Key 1# to delete them all, or 0# to abandon the deletion and leave them as they are.

DOWNLOADING

Downloading is the name for a new facility aimed at those users who collect and store/print their messages using a micro. It allows messages to be viewed one frame at a time, in chronological order. None of the retrieval options described on page 14 are available when using downloading.

There is a separate downloading index, key ✳DOWNLOAD# or ✳937# to get there. From here you must select the catagory of messages to be downloaded (new, old or both) and whether or not they will be deleted.


MAILBOX DOWNLOADING
1 Download all messages
2 Download old messages only
3 Download new messages only
4 Download/delete all messages
5 Download/delete old messages only
6 Download/delete new messages only
0 Mailbox index
00 Your Main index

Once the criteria have been selected they cannot be changed without abandoning downloading. Downloading commences as soon as an option is selected with the response:

Download in progress

followed immediately by the first frame of the first message fitting the selected criteria.

Only three commands are recognised during downloading. Keying # will display the next frame of the message, or the first frame of the next message. Keying 0 will redisplay the current frame. Keying END (in upper or lower case) will abandon the download. All other keys will be ignored.

When the last frame of the last suitable message has been displayed keying # will redisplay the downloading options frame and the response:

Download complete.

NB If there are more than twenty messages to be downloaded then download/delete options 4 or 6 must be selected.

Downloading can also be selected from the message summary (see page 12) by keying option 7. The messages to be downloaded must then be selected, as for message deletion (see also page 12), and then either download or download/delete specified. Downloading will then commence, as above.

TELEX LINK

Telex Link provides a two way link between Prestel mailbox and over two million telex subscribers worldwide. To send a telex key ✳TELEX COUNTRY#, substituting the name of the country you want to send to. For example, to send a telex to France, key ✳TELEX FRANCE#.

You will then be taken to a frame giving brief details of the telex numbering system in that country and the cost of a successfully delivered telex. Key # for the telex message frame. Enter the telex number and your message. Key # to finish the text, then 1 **Action** to send the telex.

All the standard sending options (see pages 10/11) are available, except the Send/Ack options 3 and 7. These would be superfluous since Telex Link will reply anyway as soon as it attempts to send your telex. You will be told, usually within five minutes, whether or not your telex has been successfully sent—and if not, why not.

It is possible to store a telex message as a notepad and re-send it as a telex at a later date. This is particularly useful if your telex message cannot be sent first time because of a temporary fault at the other end, or because the line was constantly engaged when we tried to send it.

To re-send a notepad as a telex to the same country as before, simply chose option 1 **Send notepad** from the notepad options frame (see page 23) and leave the MBX address as TELEX. You may convert the notepad into a mailbox by overtyping the MBX address with a MBX number, or with NONE, MANY or LIST. A mailbox cannot be converted into a telex.

For more details of Telex Link, key ✳TELEX HELP#.

QUICK REFERENCE CARD

Remove this card and fix it to your Prestel terminal to refer to as you use mailbox.

USEFUL PAGES

Mailbox index	✳MBX#	✳7#
New Messages	✳NMBX#	✳930#
Message summary	✳SUMMARY#	✳931#
Mailing list summary	✳MBX LIST#	✳936#
Notepad summary	✳NOTEPAD#	✳938#
Mailbox directory	✳MBX DIR#	✳486#
Downloading	✳DOWNLOAD#	✳937#
Telex Link	✳TXLINK#	✳797#

MAILWRAP COMMANDS

@i insert a space in a line
@d delete character and close up rest of line
@v verify field for line noise
@r return to start of next line
@f move forward to next word space
@b move back to previous word space
@e move to end of text
@s display ✳
@h display #
@@ display @
@o turn off word-wrapping
@w turn on word-wrapping again (default is on)
@) disable @ as command
@↓ (cursor down) finish editing
@J Jump over any remaining fields (**NB** not j)
ESC (re-enable @ as command (default is enabled)

COLOURS AND GRAPHICS

@A	Red text	**@Q**	Red Graphics
@B	Green text	**@R**	Green graphics
@C	Yellow text	**@S**	Yellow graphics
@D	Blue text	**@T**	Blue graphics
@E	Magenta text	**@U**	Magenta graphics
@F	Cyan text	**@V**	Cyan graphics
@G	White text	**@W**	White graphics

@M Change to "double height" text or graphics
@L Change back to single height
@→ Change background colour (**@]** for IBM)
@1/2 Revert to black background (**@** for IBM)
@Z Separated graphics
@Y Contiguous graphics
@↑ Hold graphics (**@^** for IBM)
@# Release graphics

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